



COMMUNITY DEVELOPMENT ADMINISTRATION MANAGER

Purpose:

To actively support and uphold the City's stated mission and values. To perform a variety of complex and highly responsible professional duties involved in the study, planning, development and implementation of the Community Development Department's administrative/budget systems, programs, policies, procedures and practices; to provide highly responsible and complex administrative support and serve as a technical advisor to the Community Development Director and other management staff.

Supervision Received and Exercised:

Reports to and receives general direction from the Community Development Director.

May exercise direct supervision over professional, paraprofessional, technical and/or administrative staff.

Essential Functions:

Duties may include, but are not limited to, the following:

- Work closely with the Director and management staff to recommend and implement goals and objectives for special programs, projects and systems; participate in the department's short and long-term planning; advise and assist with departmental succession planning efforts; establish schedules and methods for program operations; supervise the implementation of policies and procedures.
- Supervise and prepare, administer and monitor department budgets; supervise/coordinate the budgeting process; maintain and monitor budget controls for the department; prepare and/or approve budgetary transfers as required; prepare cost estimates for budget recommendations and submit justification for budget items; monitor and control expenditures; advise managers and other administrative personnel on budget problems, policies, and procedures.
- Provide direct supervision to any assigned staff to include training, motivating, tracking and overseeing work; provide leadership to employees in team building, responsible decision-making and problem solving; Provide pro-active performance planning to employees directly supervised through utilizing available City

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performance management tools and communication resources for transparent documentation.

- Participate and work closely with the Director and Deputy Directors in all reorganizations as part of organizational development coordination and meeting budgetary guidelines;
- Assist and advise the Director on various management issues; assist in the development, planning and implementation of goals and objectives; recommend and develop department policies and procedures;
- Supervise and perform extensive research for special projects; collect information on operational and administrative problems and perform comprehensive analysis; synthesize information and make recommendations on policy issues; prepare comprehensive administrative, operational, and statistical reports or manuals as required; present issues and recommendations to various committees, the Mayor, and/or the City Council; supervise and prepare quarterly and annual reports as required.
- Represent the Department on various taskforce projects, boards and committees;
- Respond to and resolve a variety of requests and complaints for employees, other municipalities and the general public;
- Participate in professional development activities to stay apprised of new management issues, practices and industry issues;
- Maintain effective and consistent one on one dialogue with all employees on a regular basis;
- Perform related duties as assigned.

When assigned to the Administration area:

- Provide department oversight, direction and information to deputy directors, managers, supervisors, and employees pertaining to recruitment and selection; compensation/classifications and employee relations issues; assist department management, supervisors and employees with interpreting personnel policies and procedures, human resources guidelines, and MOU agreements to ensure departmental connectivity and consistency; work with Human Resources on interpreting, applying, and/or suggesting changes to related policies and procedures;
- Supervise and review, respond to and resolve a variety of requests or complaints from employees and/or the general public requiring interpretation of regulations, policies and procedures; research background and confer with management and legal counsel to

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determine the City's position on the issue; communicate with parties involved; coordinate/implement solutions to resolve problems.

- Provide department orientation to new employees in conjunction with the Director, deputy directors, managers and/or supervisors;
- Provide department oversight of annual operating and capital budget preparation and administration;

When assigned to the Finance area:

- Act as liaison to the Municipal Budget Office and Internal Services Department – Finance division, on budget-related issues;
- Advise management and business operations on budget impacts, policies, and procedures and assist them in the maintenance of proper budgetary controls;
- Maintain, monitor, and audit all Department cost centers, using a monthly report to management to inform and recommend necessary actions, and prepare annual budgets for the Municipal Budget Office;
- Administer the Rio Salado Community Facilities District (CFD);
- Administer the Downtown Tempe Enhanced Services District (DTA);
- Provide oversight of department business plan and asset management plan;
- Assist business operations with researching and establishing benchmarks, best practices, and peer comparisons.

Minimum Qualifications:

Experience:

Four years of responsible professional administrative or program management experience in a public agency, including two years of supervisory responsibility.

Education:

Equivalent to a Bachelor's degree from an accredited college or university in public administration, business administration or other major related to the core functions of this position. A Master's degree is preferred.

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Licenses/Certifications:

N/A

Examples of Physical and/or Mental Activities:

- May operate city vehicles
- Work in a stationary position for considerable periods of time
- Work alone for extended periods of time
- Operate computers, calculators and other office machines using repetitive hand/eye movement
- Utilize required software programs as needed to accomplish work responsibilities
- Considerable reading and close vision work
- May require working extended hours

Competencies:

<http://www.tempe.gov/home/showdocument?id=26274>

Job Code: 546

Status: Exempt / Classified